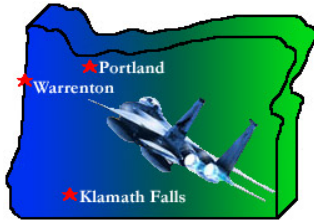


# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
**JOINT FORCE HEADQUARTERS-OR-AC/AGR**  
P. O. Box 14350  
SALEM, OREGON 97309-5047

<http://www.orport.ang.af.mil>

## **NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** AF06-519

**OPEN DATE:**  
22 Feb 06

**CLOSING DATE:**  
7 Apr 06

**UNIT/LOCATION:**

**JOINT FORCE HEADQUARTERS-OREGON-AIR COMPONENT / PORTLAND, OREGON**

**POSITION:**

**RECRUITING AND RETENTION SUPERINTENDENT (RRS)**

**PD #:** N/A **MAX MILITARY RANK AT TIME OF HIRE:** SMSgt / E-8

**PROMOTIONAL POTENTIAL BASED ON CIVILIAN GRADE COMPARABILITY (Ref. ANGI 36-101):** SMSgt/E-8

**GRADE/SERIES:** **MC-001-38** **NOTES:** PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,  
PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.

**AFSC / MINIMUM ASVAB SCORE REQUIRED:** 8R000 / GENERAL = 24

For additional information about ASVAB scores,  
reference the "Additional Information" section in this announcement and AFMAN 36-2108.

**WHO MAY APPLY FOR THIS POSITION:**

**THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND  
THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD**

**AREA OF CONSIDERATION:**

**FIRST AREA:** CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

**SECOND AREA:** ALL MEMBERS OF THE OREGON AIR NATIONAL GUARD

**THIRD AREA:** THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

**FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:**

**TSgt MERRILL, 503-335-4029, DSN 638-4029**

## **DESCRIPTION OF DUTIES**

The Recruiting and Retention Superintendent (RRS) serves as the principal administrator in the state of Oregon for all Air National Guard programs associated with the recruitment and retention of military members. The RRS oversees development and implementation of all plans, policies and procedures, ensuring effective operation of State Recruiting and Retention programs. Ensures State programs comply with ANGI 36-2607, and all other applicable ANG and Air Force instructions. The RRS serves as the Resource Advisor (RA) for all Recruiting and Retention funds distributed to the State from HQ ANG/DPFR. The RRS also advises senior commanders on all force management issues concerning accession of new recruits and retention of quality members. The position is assigned to Joint Force Headquarters-OR-AC, with the duty location at Portland IAP Oregon. Military and full-time supervision is provided by HQ ANG/DPFR.

The RRS will fulfill the following duties and responsibilities:

- Ensure all Recruiting and Retention personnel are trained IAW applicable Air Force and ANG directives and instructions and Professional Selling Skills (PSS).
- Advise State command staff on all Recruiting and Retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning Recruiting/retention-related force management concerns.
- In conjunction with the Recruiting Office Supervisors (ROSS), Retention Office Managers (ROMs), and the Recruiting and Retention Non-commissioned Officers establish measurable goals for the State and by units. Distribute State plan to all Recruiting and Retention activities and appropriate supervisory personnel.
- Distribute/redistribute appropriated funds to Recruiting and Retention activities that will support attainment of measurable goals

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\***

- established in the State Recruiting and Retention Plan.
- Serve as State administrator for the Air Force Recruiting Information Support System (AFRISS).

Coordinate with the ROSs, ROMS, and RRNCOs concerning recruiting and retention issues related to:

- The accuracy and timeliness of all required reports and requests for data.
- Gain and Loss trends, determining whether current efforts are satisfactorily supporting attainment of goals specified in the State Recruiting and Retention Plan.
- Recruiter productivity and unit manning.
- The Career Motivation Program (CMP) and ensuring career interviews are accomplished.
- The quality and effectiveness of Retention Staff Assistance Visits (SAVs) provided by the ROMs to each supported unit.
- The status of Incentive and Montgomery G.I. Bill (MGIB) Programs.
- The assessment of unit retention programs based on members' separation surveys.
- Critical manning concerns, to include career field shortages and identification of critical AFSCs for possible inclusion into the Incentive Program.
- Diversity initiatives and unit manning compared with local demographic composition.
- The status of budget execution and the direction of local advertising and marketing campaigns.
- Compliance with ongoing training requirements for recruiters is being accomplished as specified in NGR (AF) 50-7 and CMP training is being provided to all newly assigned Unit Career Advisors (UCAs) IAW ANGI 36-2607.
- Increasing prior service enlistments by utilizing the Palace Chase and Palace Front Programs in coordination with ANG In-Service Recruiters (ISRs).

Assist with the managerial oversight of their Oregon's Recruiting and Retention Programs IAW ANGI 36-26-2, ANGI 36-101, NGR (AF) 50-7, and ANGI 36-2607. In concert with the ROS', ROMS', and the RRNCOs' direct supervisors, the RRS will actively participate in:

- The selection, promotion, discipline, or removal of Recruiting and Retention personnel.
- The submission of performance input to the ROS', ROMS', and the RRNCOs' annual appraisals, incorporating comments regarding the incumbent's success in meeting State recruiting and retention goals.

As the RA, manage, monitor and/or coordinate the expenditure of all State Recruiting and Retention funds to include:

- Initial distribution and any redistribution of all appropriated funds.
- Approval of all recruiting and retention expenditures.
- Review and approval of each unit's Recruiting and Retention financial plans, ensuring the goals established in Oregon's Recruiting and Retention Plan will be supported by such expenditures.
- Ensuring a copy of the approved financial plan for each recruiting and retention activity is submitted to the appropriate base Financial Management Office.
- Coordination and monitoring of advertising, marketing, publicity, and public awareness programs.

Administer the AFRISS in Oregon by accomplishing the following:

- By location and/or Recruiter Identification Code (RIC), review and evaluate statistical information relating to recruiting, lead source, and lead generation to assist in the planning, evaluation, and implementation of future recruiting programs.
- Ensure all enlistment waivers are forwarded in system from the various State recruiting activities through the RRS to the appropriate waiver authority.

Maintain familiarity with the data and information of the Retention Office Management Productivity System (ROMPS):

- Receive from ROMs data collected in ROMPS regarding separation surveys; compile information and provide consolidated report to Oregon's senior leaders and HQ ANG/DPFR.
- Monitor the monthly Incentive and MGIB Program Reports submitted to ANG/DPFR, ensuring funding limitations are not exceeded.

Visit field recruiting and retention offices to ensure conformity with Compliance Review Guides and SAV checklists, as applicable, and to ensure that a professional and business-like environment is being maintained.

Approve and ensure all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure. These events should be managed and conducted at the unit level to reach local communities and generate area interest. Ensure COIs are conducted IAW ANGI 36-2602. Assist AFRS/Recruiting Operations Center (ROC) with local public awareness events.

Develop and/or administer the State, Regional and National Recruiting and Retention Awards Program.

Monitor and evaluate all activities coordinated through the Military Entrance Processing Station (MEPS) and participate in all Inter-service Recruiting Council (IRC) meetings, as needed or required. Elevate unresolved MEPS issues to HQ ANG/DPFR.

Ensure a Health Professions/Medical Recruiter is designated for each flying unit and conduct a Health Team Workshop, as needed or required.

Represent the Air National Guard in developing State sponsored recruiting and retention incentives.

Perform other duties as required by governing regulations/instructions.

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## **POSITION REQUIREMENTS**

Eligibility factors the RRS position include:

- Must be a promotable (completed SNCO Academy) MSgt (E-7) or be a SMSgt prior to assuming duties as the RRS.
- Must have performed duties as a ROS, a ROM, RRNCO, or any combination of the three, for a minimum of 24 months prior to assuming the RRS position. NOTE: ROMs who have not completed the ANG/AF Basic Recruiting Course must do so upon assignment to the RRS position.
- Must complete RRS 101 Course within one year of their selection.
- Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG Recruiting and/or Retention strength standards and goals with accomplished sales management ability.
- Must be willing to work long, irregular hours, perform TDYs, become involved in military and civic activities, and be able to withstand intense public scrutiny.
- Maintain high standards of professionalism through appearance, military bearing, and conduct, in compliance with AFI 36-2903 and ANG weight and fitness standards.
- Must not have a history of disciplinary actions.
- Must have exhibited supervisory potential or demonstrated supervisory experience.
- Must be skilled in oral and written communication.
- Computer proficiency with basic understanding of Microsoft office programs desirable.

## **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM**

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in ANGI 10-248, Air National Guard Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

## **ADDITIONAL INFORMATION**

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

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## APPLICATION INSTRUCTIONS

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*\***

**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

### ***All applicants must submit the following:***

- ☐ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- ☐ Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores.
- ☐ Copy of current physical fitness assessment.

For Air Technicians interested in this position: Selection for the advertised position does not constitute acceptance into the AGR program. Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section. The AGR Manager will evaluate the request against The Adjutant General's state policy to ensure compliance. The Adjutant General is the final approving authority. Approval is required in order to fill this position.

### ***Current Technicians who wish to remain in Technician status must submit the following:***

- ☐ This is a fenced position. You must be eligible for, and willing to convert (if selected) to AGR status in order to apply.

### ***IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION***

- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

### ***MAIL APPLICATIONS TO:***

The Oregon Military Department  
JFHQ-OR-AC / AGR  
P.O. Box 14350 / 1776 Militia Way  
Salem, Oregon 97309-5047

**THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS**

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